



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

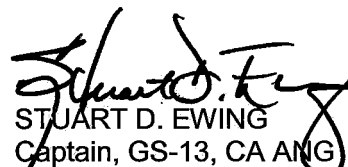
**Number: 09-03**

**13 January 2009**

**REQUEST FOR DONATED LEAVE  
SPC Donald Frank**

**EXPIRES: No expiration**

1. SPC Donald Frank, a Materials Handler at MATES Camp Roberts, is in need of donated leave due to an undetermined heart condition.
2. If you would like to donate your annual leave, please complete OPM Form 630-A, Request to Donate Annual Leave to Leave Recipient (available at [www.opm.gov/forms/html/opm.asp](http://www.opm.gov/forms/html/opm.asp)), and forward it to JFHQ, ATTN: CAJS-J1-HR-ER (MSgt April Mosher – Box #37).
3. The following instructions apply to leave donors:
  - a. Only annual leave may be donated.
  - b. You may not donate leave to your immediate supervisor.
  - c. In any one leave year, a donor may donate no more than a total of one half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made (For example, an employee who earns 208 hours of leave during the year may donate a maximum of 104 hours).
4. Questions may be directed to MSgt April Mosher at CAGNET 6-3454, DSN 466-3454, commercial (916) 854-3454, or email at [april.mosher@us.army.mil](mailto:april.mosher@us.army.mil).

  
STUART D. EWING  
Captain, GS-13, CA ANG  
Human Resources Officer

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